



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Todd E. Morrow, Treasurer
Citizens to Elect Rick Larsen
P.O. Box 326
Everett, WA 98206

Identification Number: C00345546

MAR 14 2000

Reference: Year End Report (7/1/99-12/31/99)

Dear Mr. Morrow:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A of your report discloses activity that has not been included in the total for Line(s) 11(c) of the Detailed Summary Page. In-kind contributions should not be reported as memo entries; rather, the value of in-kind contributions should be included in the total for the appropriate line on the Detailed Summary Page. Please amend your report to correct this discrepancy.

-On Schedule B of your report, you have itemized disbursements for which you have failed to include the address. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

-Schedule B of your report discloses reimbursements to individuals for transactions other than travel, meals and lodging. Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of \$200 in a calendar year, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. Please amend your report to include the missing information. (11 CFR § 104.9)